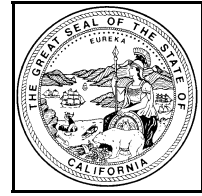


# CAREER EXECUTIVE ASSIGNMENT



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** DEPARTMENT OF TOXIC SUBSTANCES CONTROL  
**POSITION TITLE:** CHIEF COUNSEL II, CEA  
**FINAL FILING DATE:** July 21, 2000 (All applications must be received by 5:00 p.m. on the final filing date)

### DUTIES/RESPONSIBILITIES:

Under administrative direction of the Director, the incumbent manages the work of the Office of the Legal Counsel and Criminal Investigations; provides legal consultation and advice to the Director and executive staff; identifies issues, formulates policy, and develops strategies to best meet program objectives.

### MINIMUM QUALIFICATIONS:

The position of Chief Counsel II, CEA shall only be filled by applicants who meet at least one of the following requirements:

- (1) Permanent California State Civil Service Status, or
- (2) Legislative employees who meet the criteria on Government Code Section 18990 or Executive Branch exempt employees who meet the criteria in Government Code Section 18992; **and**

Membership in the State Bar of California (applicants must have active membership in the State Bar before they will be eligible for appointment) **and**

#### Either I

One year of experience in the California state service performing legal duties (Note: Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar) at a level of responsibility equivalent to Assistant Chief Counsel;

#### Or II

Two years of experience in the California state service performing legal duties at a level of responsibility equivalent to Staff Counsel, Range D; **and** current employment in a class at a level equivalent to that of Staff Counsel III (Specialist) or (Supervisor);

#### Or III

One year of experience in the California state service performing legal duties at a level of responsibility equivalent to Staff Counsel III (Specialist) or (Supervisor);

#### Or IV

Broad and extensive experience (more than five years) in the practice of law. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II, or III above performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III).

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**Applicants must also possess:** Ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.
- b. Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization).

**Note:** *Candidates who do not satisfy the civil service status or Legislative/Executive Branch exempt requirements noted above, but are otherwise qualified for this position may submit applications and possibly be considered if conditions are warranted.*

**DESIRABLE QUALIFICATIONS:**

- Demonstrated ability to provide advice and counsel to Agency level staff and the Director on sensitive issues requiring knowledge of State and federal environmental law.
- Knowledge of all aspects of the State and federal laws and regulations related to hazardous wastes and materials.

**EXAMINATION INFORMATION**

An evaluation committee will review and screen all applications submitted on the basis of relevant background, demonstrated potential for management of a legal program of this nature, and the desirable qualifications described above. The most competitive candidates will have their application submitted to the Director for further consideration. Interviews may be conducted by the evaluation committee and/or the Director. References will be contacted to verify knowledge, abilities and experience. The Director will make the final selection. All candidates will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months.

**FILING INSTRUCTIONS:**

Submit a standard state application, resume, references, and a statement of qualifications. The statement of qualifications is a presentation of the candidate's perception of his/her state of preparedness to perform the duties of Chief Counsel II, CEA. The application and statement of qualifications are to be submitted to:

Department of Toxic Substances Control  
Examination Unit, Attn: Mary Ellen Lucero  
400 P Street, Room 4490  
P.O. Box 806  
Sacramento, CA 95812-0806      Phone: (916) 323-2679